

# Justice Bulletin

Montana Board of Crime Control

[Website mbcc.mt.gov](http://mbcc.mt.gov)

*A Publication of the Montana Board of Crime Control 3075 North Montana, PO Box 201408 Helena, MT 59620-1408  
(406) 444-3604 FAX (406) 444-4722 TTY (406) 444-7099*

**Request for Proposals (RFP)**

**#07-11 (J) Juvenile Justice**

**Title II Formula Grants**

**Applications must be submitted online by July 30, 2007**

**Supporting documentation must be postmarked by July 30, 2007**

**Project Dates: October 1, 2007 to June 30, 2008**

**See Section XIII For New Application Procedures**

## **I. Introduction**

The Montana Board of Crime Control (MBCC) is soliciting proposals to implement the Office of Juvenile Justice and Delinquency Prevention (OJJDP) Formula Grant Funds. Approximately \$63,000 will be available. There is a 4-year term limit on these funds with continuation applications due annually. Award of continuation funding is dependent upon availability of federal funds and subgrant performance. High priority will be given to continuation grant applications.

The Youth Justice Council (YJC) has the responsibility to provide planning and consultation on juvenile justice issues for the state of Montana. In that capacity, the YJC has assessed the priorities in the state for resource allocation and determined that funding activities within the following Program Areas will improve the state's capacity to serve youth along the continuum of intervention, prevention, and accountability:

- Alternatives to Detention
- Mental Health Services
- Native American Programs
- Delinquency Prevention
- Diversion Programs
- Juvenile Justice System Improvement

For further description of the Program Areas listed and required Performance Measures associated with them, see the following website address:

[http://www.dsgonline.com/Program Logic Model/performance measures.htm](http://www.dsgonline.com/Program_Logic_Model/performance_measures.htm)

*(Note: Due to federal funding schedules, funds may not be available immediately following the award date, programs should prepare for this contingency.)*

## **II. Purpose of Grant**

The goal of this initiative is to support and enhance state efforts in cooperation with local jurisdictions to improve the juvenile justice system and support research based Model and Best Practice programs. ***The Youth Justice Council has identified the following areas for priority funding:***

- Prevention, Early Intervention, and Diversion programs that prevent and/or reduce involvement in the juvenile justice system.
- Intervention programs for youth that engage families and are part of a collaborative community plan.
- Programs that reduce Disproportionate Minority Contact with the juvenile justice system.
- Gender appropriate services for females.
- Accountability programs that include BARJ components

## **III. Eligibility**

- **Local governments** must agree to comply with Federal and State data reporting requirements.
- **Law enforcement agencies** must be submitting crime data electronically to the MBCC.
- **Non-profit organizations** must submit documentation they have been denied funding by a unit of local or tribal government and document their IRS 501-3C Non-profit status.
- **Tribes** must provide a valid Tribal Resolution, signed by an authorized official representing the tribal entity. For language specified in the tribal resolution, please see our web site at <http://mbcc.mt.gov/Grants/ApplicationKit/AppKit.asp>.

## **IV. Late Applications**

The first late submittal for continuation project applications will require appearance before the Application Review Committee or Youth Justice Council to request consideration. Second late submittal requires the application be returned and not considered during current cycle.

## **V. Match**

No match is required for Title II Formula Grants.

## **VI. Funding Period**

- Funding period is October 1, 2007 - June 30, 2008.
- Subgrantees are eligible to receive funding for up to 48 months, but must re-apply every year.

## **VII. Limitations and Fund Use**

Review this list carefully. If you have any questions, call prior to submitting your proposal.

- 1) Purchase of equipment must be integral and necessary for the project.
- 2) Construction, in general, is prohibited.
- 3) Land acquisition is prohibited.
- 4) Supplanting is prohibited.
- 5) Consultant costs are limited to \$450 per 8-hr day without additional approval or bidding.
- 6) Calculating and reimbursement for mileage, per diem, and lodging cannot exceed state rates. For more information go to [www.mt.gov/doa](http://www.mt.gov/doa), click on resources, click on travel policy/hotel listings. Call for instructions regarding out-of-state travel.
- 7) Indirect costs are not allowed.
- 8) Pre-agreement costs are not allowable.
- 9) Rental costs are limited to fair market value for similar facilities in your locality.
- 10) General salaries and personnel costs are allowable; overtime cannot exceed 10 percent of the personnel budget.
- 11) Funds may not be expended or obligated prior to October 1, 2007.
- 12) Purchase or lease of vehicles is not permitted. Mileage will be allowed at the current approved state rate.
- 13) Uniform allowances will not be permitted.
- 14) If your agency receives less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant.

*(Agencies receiving \$500,000/yr or more in total federal assistance will be required to have an audit performed in accordance with federal circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.)*

**Note:** Food and beverage items may be allowable if costs meet these guidelines: 1) the food and beverage are incidental to a work-related event; 2) the costs are documented and reasonable; and 3) food and beverages are not directly related to amusement and/or social events. MBCC will approve such items only

*if the applicant justifies the expense as a clear benefit to the grant project. The federal Office of Justice Programs discourages approval of expenses for "working lunches;" therefore, we would recommend that you **not** include such items in a request. All food and beverage items must receive prior approval from MBCC.*

## **VIII. Special Requirements**

**All successful applicants for grant award funds from MBCC must agree to the following:**

1. Submit online application by the due date.
2. Submit a hard copy of the signature page by the due date.
3. Submit Outcome Measures on the DCTAT data entry system as required by OJJDP. For a list of Outcome Measures specified within the Title II Formula Grant, see: <http://www.dsgonline.com/index.html>.
4. Participate on local Kids Management Authorities (KMA's) if available in your area.
5. Submit quarterly reports in the prescribed format according to the MBCC time frames.
6. Submit an annual report, which is the final quarter report. The report will summarize the year's activities, challenges, accomplishments and an evaluation of the project.
7. Provide a realistic sustainability plan that includes details of how the program will continue once Formula Grant funds are no longer available.
8. **Submit a current Relative Rate (RRI) Index Summary page. If the RRI indicates that Disproportionate Minority Contact (DMC) exists, submit a description of how the proposal will assess, address and monitor the disproportionate numbers of minorities in contact with the juvenile justice system and how it will appropriately treat minorities in the program. (Mail these requirements) (Contact Jimmy Steyee, Statistical Analysis Center Director at MBCC @ 444-4298 for further information on RRI .)**
9. *Priority will be given to applicants who submit a description (in the grant narrative) of how the proposal intends to identify and meet specialized needs of females.*
10. Submit position description(s) if applicable.

## **X. Selection Process**

- The staff of the MBCC will conduct an initial screening of the proposal to check for completeness of the application. The fiscal staff and program manager will review the applications and summarize their findings to the Application Review Committee of the Youth Justice Council.
- The Application Review Committee will review all proposals and submit recommendations for funding to the YJC.

## **XI. Uniform Crime Reporting**

In order to receive federal pass-through dollars, it is Board/Council policy that law enforcement agencies report crime data to MBCC. **If the grant is for a law enforcement agency**, the law enforcement agency must be reporting Uniform Crime Data to the Board of Crime Control. The crime data must be compliant with the Montana Incident Based Reporting (MTIBR) standards and policy. If an agency is not yet compliant and has plans to become compliant, they may submit a Memorandum of Understanding (MOU) and the board will decide if the MOU would justify a waiver until the agency becomes compliant. For more information please contact Jimmy Steyee at (406) 444-4298.

Agencies needing crime data to complete their applications can locate that information at [www.mbcc.mt.gov](http://www.mbcc.mt.gov).

## **XII. Awards & Appeals**

Following the review of the applications by the Application Review Committee, a notice will be sent to the applicant agencies with the recommendation that will be presented to the Council. In the case where the Application Review Committee recommends a grant application for denial, the applicant may, if there are substantive reasons, appeal the recommendation to the full Council. Notice of appeal must be made in writing to the Executive Director of the Board of Crime Control at least 10 days prior to the Council meeting and a representative may appear before the Council at the next meeting.

Council actions are passed on to the successful applicants within 7 days following the Council meeting.

## **XIII. Application Procedures**

### **Important New Information**

#### **New Information:**

*Applications will now be accepted only through MBCC's Online Subgrant Application System (OSAS). Visit our website at [www.mbcc.mt.gov](http://www.mbcc.mt.gov) and click on the grants link on the green header to access instructions and to register. . **THE FIRST TIME YOU USE THE ONLINE APPLICATION SYSTEM, YOU MUST REGISTER AS A NEW USER.***

**New Users:** *Please allow five business days for MBCC staff to activate your new user information.*

*Your submission will be considered complete only if the online application is submitted **and** the mailed documents are postmarked by the deadline.*

**The majority of the application can be submitted online, however the following MUST BE MAILED:** signature page, RRI summary page and DMC description if found necessary from RRI report, letters of support if applicable, position description(s) if applicable, and nonprofit status verification.

**Who to Call for Online Application Assistance:** Please call our front office if you need assistance with online registration or submission of the online application at **444-3604** and speak with Kristel Matchett or Kathy Ruppert.

If you need additional assistance in the preparation of the application, or if you have financial questions, please contact the following staff:

<b>Program</b>	<b>Phone</b>	<b>Fiscal</b>	<b>Phone</b>
Sheryl Burrigot	444-3651	Stacy Purdom	444-6678

**Application Checklist.** Please refer to this checklist before submitting your online application or mailing the required additional documentation.

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| <input type="checkbox"/> Face Sheet  | Online   |
| <input type="checkbox"/> Executive Summary   | Online   |
| <input type="checkbox"/> Project Budget  | Online   |
| <input type="checkbox"/> Budget Narrative  | Online   |
| <input type="checkbox"/> Project Narrative   | Online   |
| <input type="checkbox"/> Special Assurances and Conditions   | Online   |
| <input type="checkbox"/> Signature Page  | Online <b>AND</b> Mail original                      |
| <input type="checkbox"/> Position Description(s) (If applicable)   | Mail   |
| <input type="checkbox"/> RRI (required) and DMC Assessment Report (if necessary)   | Mail (Refer to Section VIII Special Requirements #8) |
| <input type="checkbox"/> Specialized needs of females ( <b>high priority but not required</b> )  | Online (address in project narrative)                |
| <input type="checkbox"/> Non-Profit Status and documentation that this project has been denied funding by a unit of local or tribal government | Mail   |
| <input type="checkbox"/> Tribal Resolution   | Mail   |

**Deadline(s).** Applications for RFP-#07-11 Juvenile Justice Title II Formula Grant must be submitted online and supportive documentation postmarked by **July 30, 2007 at 5 p.m.**

**Mailing Address for items requiring mail:**

**Montana Board of Crime Control**  
3075 North Montana  
P.O. Box 201408  
Helena, MT 59620-1408

**Receipt Verification.** All applicants will be informed in writing that their application has been received and will be assigned a grant number and contact person from MBCC.

*Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format in order to participate in the Request for Proposal process should contact MBCC, 3075 N. Montana, PO Box 201408 Helena, MT 59620-1408. Phone (406) 444-3604 or FAX (406) 444-4722 TTY (406) 444-7099.*